

ASSESSOR'S PARCEL NUMBER

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APPLICATION FOR PLACER COUNTY  
BUSINESS LICENSE/BUSINESS PERMITBusiness, Trades & Occupations  
JENINE WINDESHAUSEN, TREASURER-TAX COLLECTOR  
2976 Richardson Drive, Auburn, CA 95603  
(530) 889-4120OFFICIAL USE ONLY  
LICENSE NUMBER

VENDOR \_\_\_\_\_

BUSINESS NAME \_\_\_\_\_ BUS. TEL# (\_\_\_\_) \_\_\_\_\_

BUSINESS ADDRESS \_\_\_\_\_ CITY/STATE \_\_\_\_\_ ZIP \_\_\_\_\_

BUSINESS MAILING ADDRESS \_\_\_\_\_ CITY/STATE \_\_\_\_\_ ZIP \_\_\_\_\_

BUSINESS OWNER'S NAME \_\_\_\_\_ HOME TEL # (\_\_\_\_) \_\_\_\_\_

CO-OWNER'S NAME \_\_\_\_\_ FAX # (\_\_\_\_) \_\_\_\_\_

TYPE OF OWNERSHIP: Private\_\_\_\_ Corporation\_\_\_\_ Partnership\_\_\_\_ E-MAIL ADD \_\_\_\_\_

GENERAL OFFICERS: PR. \_\_\_\_\_ V.P. \_\_\_\_\_ SEC. \_\_\_\_\_

1. TYPE OF BUSINESS \_\_\_\_\_

IS THIS A HOME BASED BUSINESS? YES \_\_\_\_ NO \_\_\_\_ APPROXIMATE START DATE \_\_\_\_\_

2. NON-PROFIT OR VETERAN: YES \_\_\_\_ NO \_\_\_\_

3. IF CONTRACTOR, COMPLETE THE FOLLOWING:

STATE LICENSE NUMBER \_\_\_\_\_ CURRENT \_\_\_\_ ACTIVE \_\_\_\_ TYPE \_\_\_\_\_ EXPIRATION DATE \_\_\_\_\_

X \_\_\_\_\_ NEW \_\_\_\_ EXISTING \_\_\_\_  
SIGNATURE DATE

DO NOT WRITE BELOW THIS LINE

FOR OFFICIAL USE ONLY

BUSINESS LICENSE REQUIRED: GENERAL ☐ SPECIAL ☐ PERMIT ONLY ☐DEPARTMENT CLEARANCES (COUNTY USE ONLY)

<u>DEPARTMENT NAME</u>	<u>CLEARANCE</u>	<u>CONDITIONS ATTACHED</u>	<u>SIGNATURE</u>	<u>DATE</u>
<input type="checkbox"/> PLANNING DEPT.	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/> DEPT. OF PUBLIC WORKS	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/> HEALTH DEPT.	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/> SHERIFF'S DEPT.	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/> FIRE DEPT.	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

**PLEASE ENCLOSE YOUR NON-REFUNDABLE FEE OF:**

HOME BASED	OUT OF COUNTY	COMMERCIAL	PERMIT	VETERAN/NON PROFIT
LIC FEE \$107.00	LIC FEE \$107.00	LIC FEE \$127.00	FEE \$27.00	NO FEE REQUIRED

DATE ISSUED \_\_\_\_\_ ISSUING DEPUTY \_\_\_\_\_ RECEIPT # \_\_\_\_\_ EFFECTIVE DATE \_\_\_\_\_

This is your temporary receipt. Please retain for your records. Your permanent business license should be issued within approximately 30 days after all departmental approvals. If you have not received your permanent license by then, please telephone the Business License Division at (530) 889-4120.

RETURN ALL COPIES OF FORMS TO THE TREASURER-TAX COLLECTOR'S BUSINESS LICENSE DIVISION

INFORMATION AND INSTRUCTIONS FOR BUSINESS LICENSE/PERMIT APPLICANTS

Issuance of a business license/permit can be expected after all required clearances have been completed by the offices below. Building, Sheriff and Fire Department clearances may or may not be required. Applicants should return this application to the Tax Collector's Business License Division for department clearances.

**Planning Department:** 11414 B Avenue, DeWitt Center, Auburn, CA 95603 (530) 886-3000  
Tahoe Office: 565 West Lake Boulevard, Tahoe City, CA 96145 (530) 581-6280

**Building Department:** 11424 B Avenue, DeWitt Center, Auburn, CA 95603 (530) 886-3010  
Tahoe Office: 565 West Lake Boulevard, Tahoe City, CA 96145 (530) 581-6200

**Department of Public Works:** 11444 B Avenue, DeWitt Center, Auburn, CA 95603 (530) 889-7500

**Environmental Health Dept.:** 11454 B Avenue, DeWitt Center, Auburn, CA 95603 (530) 745-2300  
Tahoe Office: 565 West Lake Boulevard, Tahoe City, CA 96145 (530) 581-6240

**Sheriff's Department:** 11500 A Avenue, DeWitt Center, Auburn, CA 95603 (530) 889-7800  
Tahoe Office: 2501 North Lake Tahoe Blvd, Tahoe City, CA 96145 (530) 581-6300

**Fire Department:** For Tahoe area business license applications only. Applications will be forwarded to the Fire Department by the Tax Collector when applicable.

**NOTE:** This application is not considered a business license/permit. A business license will be mailed to the applicant after all clearances have been completed. Once the license is received, it must be posted and exhibited in a conspicuous place on the premises where such business is transacted.

**FICTITIOUS NAME:** If you are conducting business under a fictitious name, you must obtain a Fictitious Business Name Statement from the County Recorder's Office, located at 2954 Richardson Drive, Auburn, CA 95603, (530) 886-5610.

**CHANGES:** If there is a change in ownership, mailing address, or if you are no longer in business, please notify us in writing immediately. The Placer County Tax Collector has the right to terminate a business license/permit if it is determined that a change in the business materially alters the function, operation or enterprise for which the license has been issued and additional clearance is necessary. Written notice of such termination will be served upon the license holder.

**NON-TRANSFERABLE:** Licenses are non-transferable. If the business is to be moved to a new location or there is to be new ownership, a new license must be obtained.

**EFFECTIVE DATE:** Business license will be effective the month the business starts and renewable one year from that month. License renewals should be done timely, and prior to the expiration date. Delinquent accounts are subject to penalties and/or cancellation.

A copy of the Placer County Code, Chapter 5: Businesses, Trades and Occupations, stating all rules and regulations regarding business license/permit, is available for review in the Tax Collector's Office, located at 2976 Richardson Drive, Auburn, CA. 95603. Copies are not available for distribution.